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## **TRAVEL MANAGER PREPARER'S GUIDE**

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### **LOCAL VOUCHER**

A travel authorization is not required for local travel. A local voucher claim is required for reimbursement. This section describes the process for creating a local voucher.

## LOCAL VOUCHER

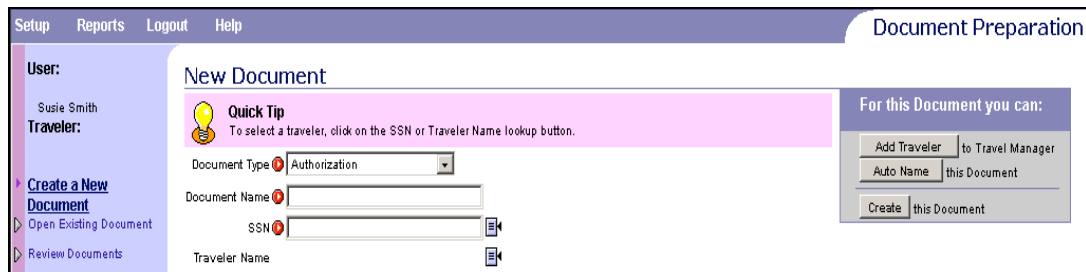
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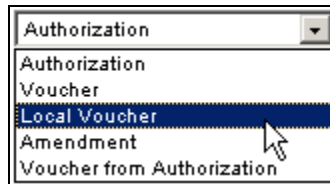
# LOCAL VOUCHER

## A. CREATE A NEW DOCUMENT

1. Click the **Create a New Document** link on the Document Toolbar on the left side of the page. The New Document page will be displayed.



2. Select Local Voucher from the Document Type pull down list.




3. Click in the **Document Name** field and enter the document name:

Example of document naming sequence:



**10-CFA07-16AL. This standard naming format MUST be used!**

- Center ID (always the number 10 for NASA HQ)
- Hyphen (-)
- Org Code (Organizations must use 3-letters. Example: **CFA**. Single and two letter code organizations should add the letters A or AA to the Org Code)
- Date of departure (Example: 07-16 (MM-DD) use a hyphen - to separate the month and day rather than a slash '/')
- State or Country traveling to (Example: AL for Alabama).



Up to 15 characters can be entered.

4. If known, enter the traveler's Social Security Number into the **SSN** field.
5. There are two methods that can be used to locate the traveler's SSN. Use either the **SSN Lookup** or **Traveler Name Lookup** icon .

a. SSN Lookup method:

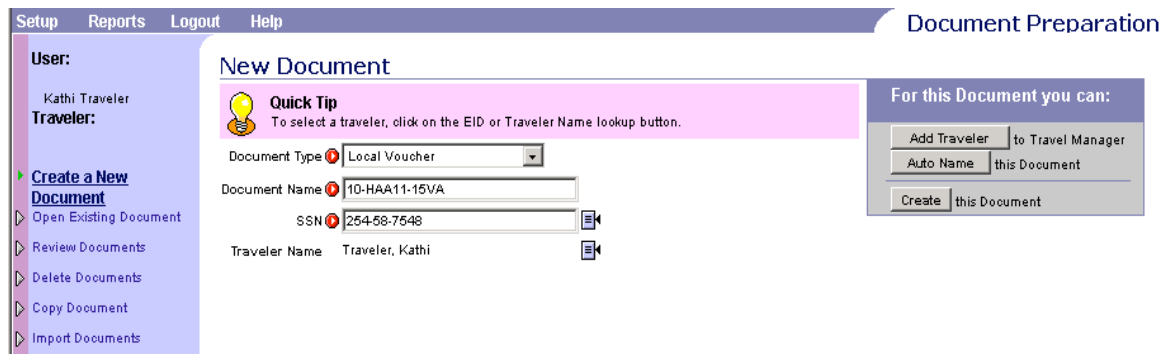
- (1) Click the top  icon, **SSN Lookup**, next to the SSN field. The Enter Search Criteria page will be displayed.
- (2) Enter the SSN in the **SSN** field.
- (3) Click the  button. The page will be refreshed with the traveler's information listed.
- (4) Click the **SSN** link in the SSN column. The New Document page will be re-displayed with the SSN field populated with the traveler's name and SSN.

b. Traveler Lookup method:

- (1) Click the bottom , **Traveler Name Lookup**, next to the SSN field. The Enter Search Criteria page will be displayed.
- (2) Enter the traveler's last name in the **Last Name** field.
- (3) Click the  button. The page will be refreshed with the traveler's information listed.
- (4) Click the **SSN** link in the SSN column. The New Document page will be displayed with the SSN field populated with the traveler's name and SSN.

**NOTE**

*Click the Prev 20 or Next 20 links at the top of the list to move backward or forward in the list.*



Setup Reports Logout Help Document Preparation

User: Kathi Traveler  
Traveler:

**Create a New Document**

- Open Existing Document
- Review Documents
- Delete Documents
- Copy Document
- Import Documents

**New Document**

**Quick Tip**  
To select a traveler, click on the EID or Traveler Name lookup button.

Document Type: Local Voucher  
Document Name: 10-HAA11-15VA  
SSN: 254-58-7548  
Traveler Name: Traveler, Kathi

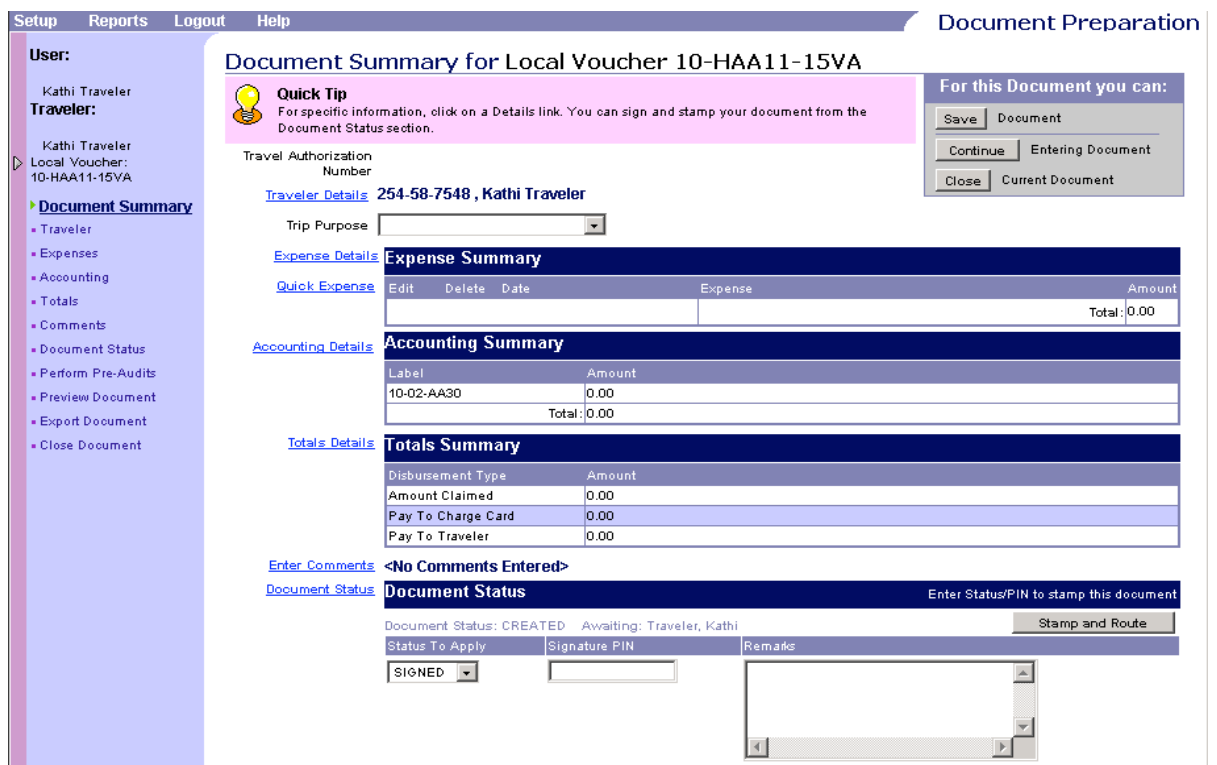
**For this Document you can:**

Add Traveler to Travel Manager  
Auto Name this Document  
Create this Document

- Click the **Create this Document** button in the **For this Document you can:** area. The Document Summary page will be displayed.

## B. DOCUMENT SUMMARY

Unlike the Authorization and the Voucher from Authorization the initial page displayed on the Local Voucher is the Document Summary page. Data input starts by selecting the Trip Purpose.



Setup Reports Logout Help Document Preparation

User: Kathi Traveler  
Traveler: Kathi Traveler  
Local Voucher: 10-HAA11-15VA

**Document Summary**

- Traveler
- Expenses
- Accounting
- Totals
- Comments
- Document Status
- Perform Pre-Audits
- Preview Document
- Export Document
- Close Document

**Document Summary for Local Voucher 10-HAA11-15VA**

**Quick Tip**  
For specific information, click on a Details link. You can sign and stamp your document from the Document Status section.

Travel Authorization Number: 254-58-7548, Kathi Traveler

Traveler Details: 254-58-7548, Kathi Traveler

Trip Purpose: [Pull Down List]

**Expense Summary**

Edit	Delete	Date	Expense	Amount
				Total: 0.00

**Accounting Summary**

Label	Amount
10-02-AA30	0.00
Total:	0.00

**Totals Summary**

Disbursement Type	Amount
Amount Claimed	0.00
Pay To Charge Card	0.00
Pay To Traveler	0.00

**Document Status**



Enter Status/PIN to stamp this document

Document Status: CREATED Awaiting: Traveler, Kathi

Status To Apply: SIGNED Signature PIN: [Text Box] Remarks: [Text Box]


Stamp and Route

- Select the Trip Purpose pull down list.

2. Click the  **Document** button in the **For this Document you can:** area in the top right. The page will be refreshed.
3. Click the  **Entering Document** button in the **For this Document you can:** area in the top right. The Expense Entry page will be displayed.

### C. EXPENSES

Local expenses to be claimed will be entered on the Expense Entry page.

1. Enter the date the expense was incurred in the **Date** field or click the **Calendar** icon  next to the **Date** field.
2. Select **FROM: TO:** from the **Expense Type** pull down list. The dialog box will display *"This page is being submitted automatically in order to properly populate various fields."*
3. Click **OK**. The **Expense Description** field will be populated with FROM: TO.

4. After the word FROM: [type where you traveled from]. After the word TO: [type the destination].

5. Press [TAB] or click in the **Miles Traveled** field and enter miles to and from the destination.
6. Click the Rate Selection pull down list.

7. The reimbursement amount will be displayed in the **Cost** field.
8. Click in the **Number of People** field and enter the appropriate number.
9. Scroll down to view the **Pmt Method** field in the Cost Options area on the right. *Note the following:*
  - a. The Reimbursable check box is checked.
  - b. TRAVELER is the default reimbursable payment method in the Pmt Method pull down list. If any other payment type is selected the expense cost will not be reimbursed to the Traveler.

- 10 Click the **Save** **Current Expense** button in the **For this Document you can:** area in the top right. The Expense Entry page will be re-displayed with the fields cleared to allow entry of another expense. The first expense record is saved and will be displayed at the bottom of the page in the Current Expenses area.

**Expense Entry for 10-HAA11-15VA**

**Quick Tip**  
The Arrow icon indicates a required field. Click Save to save the current expense and refresh the screen so a new expense can be added.

Date

Expense Type

Expense Description

Miles Traveled

Rate

Selection

Number of People

Cost

Comments

Code

**For this Document you can:**

[Use Quick Expense](#)  
[Use Foreign Calculator](#)  
[Lookup Credit Card Expenses](#)

**Save** **Current Expense**  
**Done** **Entering Expenses**  
**Back** **Continue**

Copy Through Date

**Cost Options**

☐ Reimbursable  
☐ Taxable

Expense Category

Pmt Method

Vendor

**Current Expenses**

Action	Date	Expense	Amount
	08/06/2002	FROM: Home town TO: Anyplace & back	7.30


Total: 7.30





11. Select the next expense from the **Expense Type** pull down list.

COMMERCIAL BUS-LOCAL  
FROM: TO:  
GOV AVAILABLE  
GOV MAYBE AVAILABLE  
GOVERNMENT CAR-GAS  
METRO/SUBWAY  
**PARKING-LOCAL**  
PRIVATE OWNED MOTORCYCLE  
REGISTRATION FEE  
TAXI-LOCAL  
TOLLS-LOCAL

12. Click in the **Expense Description** field. The popup message will be displayed.
13. Click **OK**. The selected expense will be displayed in the Expense Description field.
14. Click in the **Cost** field and enter the cost.



15. Click the  **Current Expense** button in the **For this Document you can:** area in the top right. The Expense Entry page will be displayed with the expense record added.
16. Expenses will be displayed in the Current Expenses area at the bottom of the page.

Current Expenses			
Action	Date	Expense	Amount
 	08/06/2002	FROM: Home town TO: Anyplace & back	7.30
 	08/06/2002	PARKING-LOCAL	5.00
			Total: 12.30

#### NOTE

*Multiple expenses can be added quickly by using the Use Quick Expenses link in the **For this Document you can:** area in the top right. This feature is covered in the Create a Voucher from an Authorization section.*

17. Click the  button in the **For this Document you can:** area in the top right. The Available Accounting Codes page will be displayed.

## D. ACCOUNTING

This section describes the process for selecting and entering the accounting code labels. The Travel Manager Account Code table will be populated with valid combinations of the Financial Classification Structure (FCS) elements, which are uniquely identified by the Account Code Label and the Organization. (There are two FCS elements that ***MUST*** be entered manually into Travel Manager. They are the *Internal Order* NASA Function Code prefix “FC” and the *Object Class* used to derive the General Ledger account.)

A crosswalk of the Account Code Label/Organization and a listing of the travel object classes can be found on the HQ Travel Manager website, <http://travel.hq.nasa.gov>. Click the **Accounting Info** link.

### Selecting and Entering FCS Elements in Travel Manager

1. Enter the Account Code Label in the **Accounting Code** field on the Available Accounting Codes page.

## Available Accounting Codes for 10-CFB06-16CA

**Quick Tip**  
Once two or more accounting codes are selected, the Allocation button is enabled.

**Enter Search Criteria**

Accounting Code

**Master Accounting Codes**

Search Results [Prev 10](#) [Next 10](#)

Organization	Label	Classification Code

**For this Document you can:**

to A Different Organization

New Accounting Code

Click Accounting Label to add to Document

- Click the  button. The account code label will be displayed in the Master Accounting Codes area.

### NOTE


***DO NOT** click on the Add New Accounting Code. If the “Add” button is used, the accounting information will not be pulled into the document and it will not route for the account review.*

- Click on the **Label** link for Organization 10 under the Master Accounting Codes area. The account code label will be added to the bottom half of the page in the **Accounting Codes for Current Document** area.
- Review the Classification Code to make sure it is the correct code for the organization funding the trip. An organizational account code crosswalk is posted on the Travel Manager website, <http://travel.hq.nasa.gov>. Click the **Accounting Info** link.

### NOTE

*Always select the account code with Organization 10.*

## Available Accounting Codes for 10-CFA08-01DC

**Quick Tip**  
 Once two or more accounting codes are selected, the Allocation button is enabled.

**Enter Search Criteria**

Accounting Code

**Master Accounting Codes** Click Accounting Label to add to Document

**Search Results**



Organization	Label	Classification Code
10	<a href="#">D09010XX004S423</a>	090-10-C1. SAT422003D. ....



**For this Document you can:**



to A Different Organization

New Accounting Code

**Accounting Codes for 10-CFA08-01DC** Click an item to edit/delete it

Organization	Label	Classification Code	Extended Code
  10	D09010XX004S423	090-10-C1. SAT422003D. ....	<a href="#">Extended</a>

 Edit  Delete

- Click the **Update** icon  next to the account label in the lower portion of the page to edit the Accounting Code information. The Update Accounting Code page will be displayed. (Note: click the Delete icon  to delete an account code record from the travel document if you will no longer be allocating expenses to the account.)

### NOTE

*The Organization field on the Update Accounting Code page defaults to "10". **DO NOT** change it for any reason.*

## Update Accounting Code for 10-CFA08-01DC



### Quick Tip

You must enter an account label before Updating the Extended Acct Codes.

Label

Organization

☐ Save Accounting code and extended Accounting codes to master list

### For this Document you can:

Extended Acct Codes

Acct Code Updates

Acct Code Updates

### Accounting Codes

WBS	<input type="text" value="090-10-C1"/>	Internal Ord	<input type="text" value="FC100200"/>
Fund	<input type="text" value="SAT422003D"/>	Obj Class	<input type="text" value="2121"/>
Net/Act	<input type="text"/>		<input type="text"/>
Funds Res	<input type="text"/>		<input type="text"/>
Res Line Itm	<input type="text"/>		<input type="text"/>

- Enter FC100200 in the **Internal Ord** field. This is the assigned Internal Order number for Headquarters. This is a **required** field.
- Enter the **Object Class Code**. For example 2121 for General Administrative Travel (Domestic). The Object Class code is used to derive the appropriate General Ledger account for financial postings. This is a **required** field. A listing of travel object classes is available on the NASA HQ Travel Manager website, <http://travel.hq.nasa.gov>. Click the **Accounting Info** link.

### NOTE

*The Object Class Code and the Internal Order are **required** on all travel documents. The SAP accounting system will reject all documents without the Internal Order and Object Class Code included.*

*The Object Class Codes can be found in the Financial Management Manual (FMM) or on the NASA HQ Travel web page located at <http://travel.hq.nasa.gov/>.*

- Click the  **Acct Code Updates** button in the **For this Document you can:** area in the top right. The Available Accounting Codes page will be re-displayed.

## Available Accounting Codes for 10-CFA08-01DC

**Quick Tip**  
Once two or more accounting codes are selected, the Allocation button is enabled.

**Enter Search Criteria**  
Accounting Code

**For this Document you can:**  
 to A Different Organization  
 New Accounting Code

**Master Accounting Codes** Click Accounting Label to add to Document  
Search Results [Prev 10](#) [Next 10](#)

Organization	Label	Classification Code	
<b>Accounting Codes for 10-CFA08-01DC</b> <span>Click an item to edit/delete it</span>			
Organization	Label	Classification Code	Extended Code
10	D09010XX004S423	090-10-C1. SAT422003D. . . . FC100200. 2121. . .	<a href="#">Extended</a>
Edit	Delete		

- If a second account code is added, an **Allocate** link will be displayed to the right of the Extended Code column. Click on **Allocate** to add expenses to different account codes. The Accounting Allocation Summary page will be displayed.

## Available Accounting Codes for 10-CFA08-01DC

**Quick Tip**  
Once two or more accounting codes are selected, the Allocation button is enabled.

**Enter Search Criteria**  
Accounting Code

**For this Document you can:**  
 to A Different Organization  
 New Accounting Code

**Master Accounting Codes** Click Accounting Label to add to Document  
Search Results [Prev 10](#) [Next 10](#)

Organization	Label	Classification Code	Extended Code	Allocate Cost
<b>Accounting Codes for 10-CFA08-01DC</b> <span>Click an item to edit/delete it</span>				
10	D09010XX004S423	090-10-C1. SAT422003D. . . . FC100200. 2121. . .	<a href="#">Extended</a>	<a href="#">Allocate</a>
10	D09010XX013H423	090-10-I1. HSF422003D. . . . FC100200. 2121. . .	<a href="#">Extended</a>	<a href="#">Allocate</a>
Edit	Delete			

## Accounting Allocation Summary for 10-CFA08-01DC



### Quick Tip

Expenses can be allocated by expense type, percent, date, expense category, or amount.

For this Document you can:

**Close**

Allocation Screen

### Accounting Allocation Summary

Organization	Label	Amount	Percent	Date	Allocate By	Allocate By
10	D09010XX004S423	655.00	0	*	<a href="#">Expense Category</a>	<a href="#">Expense</a>
10	D09010XX013H423	0.00	0	*	<a href="#">Expense Category</a>	<a href="#">Expense</a>

### Expense Category Allocation Breakdown for 'D09010XX004S423'

Expense Category	Amount
COM.CARRIER	100.00
LODGING	356.00
M&IE	99.00
OTHER	0.00
RENTAL CAR	100.00

### Break by Expense Category

Expense Category	Allocate by Amount
COM.CARRIER	<a href="#">100.00</a>
LODGING	<a href="#">356.00</a>
M&IE	<a href="#">99.00</a>
OTHER	<a href="#">0.00</a>
RENTAL CAR	<a href="#">100.00</a>

### Expense Category Allocation Breakdown for 'D09010XX013H423'

Expense Category	Amount
COM.CARRIER	0.00
LODGING	0.00
M&IE	0.00
OTHER	0.00
RENTAL CAR	0.00




10. When there is more than one accounting code on a document the default is assigned to the first accounting code. Expenses may be allocated across multiple accounting codes using the five methods that are available in the Accounting Code Allocation Summary area of the Accounting Allocation Summary page.
- a. **Percent** indicates the percentage of total costs to each accounting code (e.g., one accounting code pays 70% and the other pays 30%).

*To allocate funds using this method:*

- (1) Click on the zero in the Percent column. The Allocate by Percent page will be displayed. Indicate in the percent field the allocation of funds between the account codes.
- (2) Click the **Save** **Percent Changes** button in the **For this Document you can:** area in the top right. The Accounting Allocation Summary page is displayed again.
- (3) Click the **Close** **Allocation Screen** button to return to the Available Accounting Codes page.
- (4) Click **Continue** button to continue processing the document.


- b. **Date** allows allocation according to when the expense occurred (e.g., one accounting code pays for the first two days of travel, and the other account code pays for the remaining days).

*To allocate funds using this method:*

- (1) Click on the asterisk (\*) in the Date column. The Allocate by Date page will be displayed.
- (2) Enter the begin date in the **Begin Date** (mm/dd/yy) field.
- (3) Click  **Date Changes** button. The Accounting Allocation Summary page will be re-displayed.
- (4) Click the  **Allocation Screen** button to return to the Available Accounting Codes page.
- (5) Click  to continue processing the document.

- c. **Expense Category** indicates which expense category is assigned to an accounting code (e.g., one accounting code pays for lodging and the other accounting code pays for all other expenses)




*To allocate funds using this method:*

- (1) Click on the **Expense Category** link displayed in the Allocate By column. The Allocate by Expense Category page will be displayed.
- (2) Select the appropriate accounting code label for the expense.
- (3) Click the  **Allocation Changes** button in the **For this Document you can:** area in the upper right corner.




- d. **Expense** indicates which specific expense is assigned to which accounting code (e.g., one accounting code pays for M&IE and another pays the other expenses).

*To allocate funds using this method:*

- (1) Click the **Expense** link in the Allocate By column. The Allocate by Expense page will be displayed.
- (2) Click the arrow on the drop down list in the Organization/Label column to select the account code to be charge for the expense.

- (3) Click  **Expense Allocations** in the **For this Document you can:** area in the top right area.
  - (4) When all expenses have been allocated to the appropriate account code click the **Done Save & Exit Allocations** button in the **For this Document you can:** area in the top right. The Accounting Allocation Summary page will be re-displayed.
  - (5) Click  **Allocation Screen** to return to the Available Accounting Codes page.
  - (6) Click  to continue processing the document.
- e. **Amount** indicates the amount of each expense item to allocate to an accounting code.

*To allocate funds using this method:*

- (1) Click on the **Amount** link in the Allocate By Amount column listed under the Break by Expense Category. The Allocate By Expense Category Amount page will be displayed.
- (2) Enter the dollar amount to be allocated for the expense category in the amount column.
- (3) Click  **Amount Changes** in the **For this Document you can:** area in the top right. Continue for each expense category listed.
- (4) Click **Done Save & Exit Allocations** in the **For this Document you can:** area in the top right when finished. The Accounting Allocation Summary page will be re-displayed.
- (5) Click  **Allocation Screen** to return to the Available Accounting Codes page.
- (6) Click the  button to continue processing the document.

## **E. TOTALS**

The Totals page summarizes the details of the expenses by category, organization, and accounting labels. The voucher will not be processed if the total amount claimed exceeds the total estimated expenses by 125% or more. An amendment to the authorization will be required.



Setup Reports Logout Help Document Preparation

User: Kathi Traveler  
 Traveler: Kathi Traveler  
 Local Voucher: 10-HAA11-15VA

Document Summary  
 Traveler  
 Expenses  
 Accounting  
**Totals**  
 Comments  
 Document Status  
 Perform Pre-Audits  
 Preview Document  
 Export Document  
 Close Document

### Total Details for 10-HAA11-15VA

**Quick Tip**  
 If necessary, enter additional corporate charge card payment amounts and click Calculate.

Total Expenses: 12.30  
 Non-reimbursable Expenses: 0.00  
 Total Amount Claimed: 12.30 (Due Gov't if negative)

Expenses on Gov't Charge Card: 0.00  
 Add'l Gov't Charge Card Payment: 0.00  
 Total Gov't Charge Card Amount: 0.00  
 Pay to Gov't Charge Card: 0.00  
 Pay to Traveler: 12.30

**For this Document you can:**  
 Calculate New Totals for Document  
 Back Continue

#### Expense Category Details

Expense Category	Organization	Accounting	Amount
OTHER	10	10-02-AA30	7.30
PARKING	10	10-02-AA30	5.00

1. Review the total details.
2. Click the **Continue** button in the **For this Document you can:** area in the top right. The Comments page will be displayed.

## F. COMMENTS

### Comments for 10-HAA11-15VA

**Quick Tip**  
 Click Apply and preset comments are inserted into the Comments field. Comments can also be typed directly into the comments field. Comments apply to the entire document.

Comments

**For this Document you can:**  
 Apply Preset Comments  
 Save Comments  
 Back  
 Continue  
 Close without Saving Comments

1. Click the **Apply Preset Comments** button in the **For this Document you can:** area in the top right.
2. Delete the solid line after the comment and enter the purpose for local travel.

## Comments for 10-HAA11-15VA

**Quick Tip**  
Click Apply and preset comments are inserted into the Comments field. Comments can also be typed directly into the comments field. Comments apply to the entire document.

Comments: Please identify Purpose for trip  
Attend travel meeting in Anyplace

**For this Document you can:**

Apply Preset Comments

Save Comments

Back Continue

Close without Saving Comments

- Click the **Save Comments** button in the **For this Document you can:** area in the top right. The Document Summary page will be displayed.

## G. DOCUMENT SUMMARY

Setup Reports Logout Help

**User:**  
Kathi Traveler

**Traveler:**  
Kathi Traveler  
Local Voucher:  
10-HAA11-15VA

**Document Summary**

- Traveler
- Expenses
- Accounting
- Totals
- Comments
- Document Status
- Perform Pre-Audits
- Preview Document
- Export Document
- Close Document

**Document Summary for Local Voucher 10-HAA11-15VA**

**Quick Tip**  
For specific information, click on a Details link. You can sign and stamp your document from the Document Status section.

Travel Authorization Number: 254-58-7548, Kathi Traveler

Trip Purpose:

**Expense Summary**

Edit	Delete	Date	Expense	Amount
		08/06/2002	FROM: Home town TO: Anyplace & back	7.30
		08/06/2002	PARKING-LOCAL	5.00
Total:				12.30

**Accounting Summary**

Label	Amount
10-02-AA30	12.30
Total:	
12.30	

**Totals Summary**

Disbursement Type	Amount
Amount Claimed	12.30
Pay To Charge Card	0.00
Pay To Traveler	12.30

**Document Status**

Document Status: CREATED Awaiting: Traveler, Kathi

Status To Apply: SIGNED Signature PIN:  Remarks:

Stamp and Route

- Click any link on the Document Toolbar located on the left side of the page to open a specific page to review prior to stamping and routing. When the document has been reviewed for errors, missing data, etc., it can be signed, stamped and routed.
- If more than one accounting code is funding the travel, click on the **Accounting Details** link located beside the Accounting Summary area, and review allocation

of expenses to ensure proper distribution of funds to the correct account code prior to signing the document.

3. Click the **Document Status** link on the Document Toolbar on the left side of the page to display the Status page. *(Note: The document may also be signed and stamped in the Document Status area of the Document Summary page.)*

## H. DOCUMENT STATUS

**Setup Reports Logout Help** Document Preparation

**User:**  
Kathi Traveler  
**Traveler:**  
Kathi Traveler  
Local Voucher:  
10-HAA11-15VA

**Status for 10-HAA11-15VA**

**Quick Tip**  
The Signature PIN is case sensitive!

For this Document you can:  
Stamp and Submit Document  
Back Continue

Status to Apply: **SIGNED**  
Signature PIN:   
Remarks:

**Document Routing** This is the routing path the current document will take once routed

Name	Status	Level
Traveler, Kathi	SIGNED	0


**Document History** This is the status history for this document

Date/Time	Status	Name	Remarks
08/06/02 10:43AM EST	CREATED	Kathi Traveler	

1. The **Status to Apply** value is set to the default SIGNED. **DO NOT CHANGE IT.**
2. Click in the **Signature PIN** field. Enter the appropriate PIN.

### NOTE

*The Remarks field is to be used by Reviewers and/or Approvers to note approval or disapproval. Preparer and Traveler comments should be entered in the Comments field.*


powered by  Gelco Travel Manager 8.0

Setup Reports Logout Help Document Preparation

**User:**  
Kathi Traveler  
**Traveler:**  
Kathi Traveler  
Local Voucher:  
10-HAA11-15VA

- Document Summary
- Traveler
- Expenses
- Accounting
- Totals
- Comments
- Document Status**
  - Perform Pre-Audits
  - Preview Document
  - Export Document
  - Close Document

**Status for 10-HAA11-15VA**

 **Quick Tip**  
The Signature PIN is case sensitive!

For this Document you can:  
Stamp and Submit Document  
Back Continue

Status to Apply: SIGNED  
Signature PIN:   
Remarks: Local Voucher prepared for traveler.

**Document Routing** This is the routing path the current document will take once routed

Name	Status	Level
Traveler, Kathi	SIGNED	0

**Document History** This is the status history for this document

Date/Time	Status	Name	Remarks
08/06/02 10:43AM EST	CREATED	Kathi Traveler	

- Click the **Stamp** and **Submit Document** button in the **For this Document you can:** area in the top right. The Pre-Audit Results page will be displayed.
- The traveler ***must sign*** the Local Voucher before routing is initiated. The preparer cannot sign and stamp a Local Voucher for a traveler.


## I. PERFORM PRE-AUDITS

Setup Reports Logout Help Document Preparation

**User:**  
Kathi Traveler  
**Traveler:**  
Kathi Traveler  
Local Voucher:  
10-HAA11-15VA

- Document Summary
- Traveler
- Expenses
- Accounting
- Totals
- Comments
- Document Status
- Perform Pre-Audits**
  - Preview Document
  - Export Document
  - Close Document

**Pre-Audit Results for 10-HAA11-15VA**

 **Quick Tip**  
Click the Magnifying Glass icon to view detail comments for each audit process.

Document Name: 10-HAA11-15VA  
Type: Local Voucher  
Traveler: Traveler, Kathi  
Status: FAIL

For this Document you can:  
Justify Pre-Audit Results  
Close Pre-Audit Results


**Pre-Audit Results**

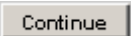
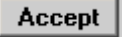
Audit Process	Status	Comments
APPROVED BY TRAVELR1	PASS	
APPROVED BY TRAVELR2	PASS	
APPROVED BY TRAVELR3	PASS	
EXPENSE CATEGORIES	FAIL	OTHER GREATER THAN 0.00
PERSONAL INFO - KEY	PASS	
TRAVEL EXPENSES	PASS	

- Review the Pre-Audit Results that Travel Manager processes for the Local Voucher.

2. If any item needs attention, the word 'FAIL' will be in the Status column. A comment describing the failure will appear in the Comments column as shown above. A 'FAIL' is a flag to draw attention to a particular process to ensure the Preparer has entered/reviewed the data correctly. A FAIL status will not prevent the document from routing.

#### NOTE

If changes are necessary to the document prior to stamping it "SIGNED", click the  **Pre-Audit Results** button in the **For this Document you can:** area in the top right. The document will not be stamped and will not route. The document can be modified without adjustment.

3. Click the  **Stamping the Document** button in the **For this Document you can:** area in the top right. The Signature page will be displayed.
4. Review the certification statement. If in agreement, click the  **Signature Text** button. The document has been routed to the next person to review and/or approve.

#### IMPORTANT

The traveler still **must sign** the Local Travel Voucher before routing is initiated.

## J. OPEN EXISTING DOCUMENT (VIEW/UPDATE)

1. Click the **Open Existing Document** link on the Document Toolbar on the left side of the page.

The screenshot shows the 'Document Preparation' page. On the left, a sidebar contains a 'Document Toolbar' with the following links: 'Create a New Document', 'Open Existing Document' (highlighted), 'Review Documents', 'Delete Documents', 'Copy Document', and 'Import Documents'. The main area shows the user 'Susie Smith' and the traveler 'Susie Smith'.


2. The Traveler Listing (Open Document) page will be displayed.

The screenshot shows the 'Traveler Listing (Open Document)' page. It includes a 'Quick Tip' box with a lightbulb icon: 'Type one or more letters of the traveler's last name and click Search. Then, click the traveler's name to list all documents.' Below this is the 'Enter Search Criteria' section with a 'Last Name' text field and a 'Search' button. There is also a 'Document Type' dropdown menu set to 'ALL'. The 'Traveler List' section shows a table with columns 'Name' and 'EID'. The 'Name' column contains the text 'Traveler, Kathi'.

3. Click in the **Last Name** field and enter the traveler's last name.
4. Click the **Search** button next to the Last Name field. The Document Search (Open Document) area lists all documents created for the traveler.

The screenshot shows the 'Document Search (Open Document)' page. It includes a 'Quick Tip' box with a lightbulb icon: 'Type one or more letters of the traveler's last name and click Search. Then, click the traveler's name to list all documents.' Below this is the 'Enter Search Criteria' section with a 'Last Name' text field and a 'Search' button. There is also a 'Document Type' dropdown menu set to 'ALL'. The 'Document List' section shows a table with columns 'Type', 'Document Name', 'Exp Date', 'Status', and 'In Use'. The table lists several documents for 'Kathi Traveler'.

Type	Document Name	Exp Date	Status	In Use
Authorization	10-CFA09-10FL	09/10/02	SIGNED	
Authorization	10-CFB08-20NC	08/20/02	MGT APPROVED	
Authorization	10-CFB08-11NY	08/11/02	CREATED	
Authorization	10-CFB07-20DC	07/20/02	SIGNED	
Authorization	10-CFB07-16NC	07/16/02	A TRAVEL AGENT	
Authorization	10cf0715TX	07/15/02	A TRAVEL AGENT	
Authorization	10cf0715TX-1	07/15/02	CREATED	
Local Voucher	10-HAA11-15VA	08/08/02	CREATED	
Local Voucher	10-JE08-10G5FC	07/18/02	SIGNED	

5. Click on the **Document** icon  of the document to be opened. The Open Document Signature page will be displayed.

- a. Documents that have been created but not routed will have CREATED in the Status column.
- b. Documents that have been created and routed will have various stamp values in the Status column, some of which may be SIGNED, ADJUSTED, REVIEWED, APPROVED, MGT REVIEWED, MGT APPROVED, A TRAVEL AGENT, CANCELED, RETURNED or DISBURSED.
- c. The Travel Office has locked documents that have APPROVED, A TRAVEL AGENT or DATALINK in the Status column. An amendment will be required to add additional expenses.

#### NOTE

*The Open Document Signature page will not be displayed if the Traveler has not signed the document. The Document Summary page will immediately be displayed.*

6. The document can be opened one of two ways. It can be opened to be modified or opened in the “view-only” mode.

*To open the document to make adjustments:*

- a. Enter the appropriate signature PIN in the Signature for Adjustment field.
- b. Click the **Sign** to **Review Document** button in the **For this Document you can:** area in the top right to adjust the document. The Document Summary page will be displayed. The document can be adjusted.
- c. When all adjustments have been made to the document, click the **Document Status** link on the Document Toolbar on the left side of the page. The Status page will be displayed.
- d. Enter the Signature Pin in the Status PIN field.
- e. Click the **Stamp** and **Submit Document** button. The Pre-Audits page will be displayed.
- f. Review the Pre-Audit Results that Travel Manager processes.
- g. If any item needs attention, the word “FAIL” will be in the Status column. A comment describing the failure will appear in the Comments column. A “FAIL” is a flag to draw attention to a particular process to ensure the Preparer has entered/reviewed the data correctly. A “FAIL” status will not prevent the document from routing.

- h. Click the **Continue** **Stamping the Document** button. The Signature page will be displayed.
- i. Read the verification statement.
- j. Click the **Accept** **Signature Text** button. The main page will be displayed.

*To open the document as a “view-only” document:*

- a. Click the **Get** **Document as View-Only** button in the **For this Document you can:** area to open the document in the view only mode. The Document Summary page will be displayed. “(VIEW ONLY)” will appear at the end of the title on the document title line.

**Document Summary for Adjustment to Local Voucher 10-HAA11-15VA (View Only)**

**Quick Tip**  
For specific information, click on a Details link. You can sign and stamp your document from the Document Status section.

Travel Authorization Number: 10-AA200010

[Traveler Details](#) 254-58-7548, Kathi Traveler

Trip Purpose:

[Expense Details](#)

Edit	Delete	Date	Expense	Amount
		08/06/2002	FROM: Home town TO: Anyplace & back	7.30
		08/06/2002	PARKING-LOCAL	5.00
				Total: 12.30

[Accounting Details](#)

Label	Amount
10-02-AA30	12.30
Total: 12.30	

[Totals Details](#)

Disbursement Type	Amount
Amount Claimed	12.30
Pay To Charge Card	0.00
Pay To Traveler	12.30

[Enter Comments](#)

[Document Status](#)

**Document Status** Enter Status/PIN to stamp this document

Document Status: SIGNED Awaiting: BARRY BACKUP APPROVER

Status To Apply	Signature PIN	Remarks

**For this Document you can:**

[Continue](#) [Entering Document](#)

[Close](#) [Current Document](#)

- b. Review the contents of the document and the note the status in the Awaiting: area under Document Status section on the Document Summary page or click the **Document Status** link located beside the Document Status area to view the document status on the Status page.



Setup Reports Logout Help

**User:**  
Kathi Traveler  
**Traveler:**  
Kathi Traveler  
Local Voucher:  
10-HAA11-15VA

Document Summary  
Traveler  
Expenses  
Accounting  
Totals  
Comments  
**Document Status**  
Perform Pre-Audits  
Preview Document  
Export Document  
Close Document

**Status for 10-HAA11-15VA (View Only)**

**Quick Tip**  
The Signature PIN is case sensitive!

**For this Document you can:**  
Back Continue

**Document Routing** This is the routing path the current document will take once routed

Name	Status	Level
BARRY BACKUP APPROVER	MGT APPROVED	1
Brandon Approver	MGT APPROVED	1
AMY SWEET	DISBURSE	2
LYNDA OUZTS	DISBURSE	2

**Document History** This is the status history for this document

Date/Time	Status	Name	Remarks
08/06/02 10:43AM EST	CREATED	Kathi Traveler	
08/06/02 11:49AM EST	SIGNED	Kathi Traveler	

- c. Click the **Close Document** link on the Document Toolbar on the left side of the page to close the document or click **Close Current Document** button in the **For this Document you can:** area in the top right.